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ABSTRACT

Taking the mystery out of how skilled writers think, this book shares some practical tips on how to make prose more readable. It also examines some common questions about punctuation, quoting, usage issues, and stylistic taboos. The book is geared to those writers who have already been through the "textbook mill and who now hunger for helpful tips, inspiration, and a clear, lively synthesis of the essentials." New to this edition are an index, new chapters, and a new section of quotes from writers about writing. Chapters in the first part (Fundamentals) are: (1) Thinking Well; (2) Getting Launched; (3) Openers; (4) Middles; (5) Closers; (6) Diction; (7) Readability; (8) Superstitions; (9) How To Write a Critical Analysis; (10) Revising; and (11) Proofreading. Chapters in the next part (Odds and Ends) are: (12) Punctuation; (13) Quoting; (14) Abbreviations; (15) Tips on Usage; and (16) Epilogue. The last section, Writers Talking Shop, presents numerous quotations from writers. (RS)

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